

RESTRICTED

19 November 1946

CENTRAL INTELLIGENCE GROUP

STATINTL

AMENDMENT TO C.I.G. [REDACTED]

TRAVEL INSTRUCTIONS FOR CIVILIAN EMPLOYEES

Paragraph 6 a is deleted and in lieu thereof there shall be the following:

6. FOREIGN TRAVEL

a. Bureau of the Budget Circular A-7, revised, dated 5 September 1946, contains amendments to Standardized Government Travel Regulations. Paragraph 45 of these Regulations, set forth in Budget Circular A-7, provides in part that, "For travel on official business outside the continental limits of the United States, a per diem allowance not to exceed \$7.00, in lieu of subsistence expenses, may be allowed (except during the fiscal year 1947 the maximum per diem allowance shall be the amount prescribed in Appendix 1 of this Regulation). The per diem allowances provided herein represent the maximum allowable, not the minimum." It is the responsibility of the officials authorized to issue travel orders and authorize a per diem allowance to see that the travel orders authorize only such per diem allowance not in excess of the maximum as are justified by the circumstances surrounding the travel. Therefore, in accordance with paragraph 45, "Care should be exercised to prevent the fixing of a per diem allowance in excess of that required to meet the necessary authorized expenses." The per diem allowance described in Appendix 1 of paragraph 45, which Appendix is attached to Bureau of the Budget Circular A-7, may be authorized by the persons to whom authority to issue travel orders has been granted. Such persons include Chiefs of Missions, Executive for Personnel and Administration, Chief, Finance Division, and Chief, Fiscal Section.

There is added to CIG [REDACTED] a paragraph which shall read as follows:

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7. APPLICATION:

This Order and amendments thereto shall apply only where travel allowances and per diem are payable from vouchered funds available to CIC.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

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Executive for Personnel  
and Administration

JWS:mbt